Processing Payroll - Journal Entries

COPYRIGHT & TRADEMARKS

SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Processing Payroll - Journal Entries

Processing Payroll - Journal Entries Overview

The payroll cycle is a process that is completed each time State employees are paid. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print pay cycle reports
- Process final update

The Payroll Cycle is controlled by the Payroll ID. In Pre-payroll the Payroll ID is used to select the employees to be paid. The same Payroll ID is used for all steps of the Payroll Cycle. Different Payroll IDs can be used to process multiple Payroll Cycles simultaneously.

Pro forma journal entries are preliminary, review-level entries that the system stores in Workfile until after Final Update is run. This workfile is created to prepare the journal entries for review and posting. A Payroll Journal Proof/Edit report (R05229) is created when the workfile is created. This report is used to review the accuracy of the pay cycle information before the system posts the information to the general ledger. The detail and summary information can also be viewed online.

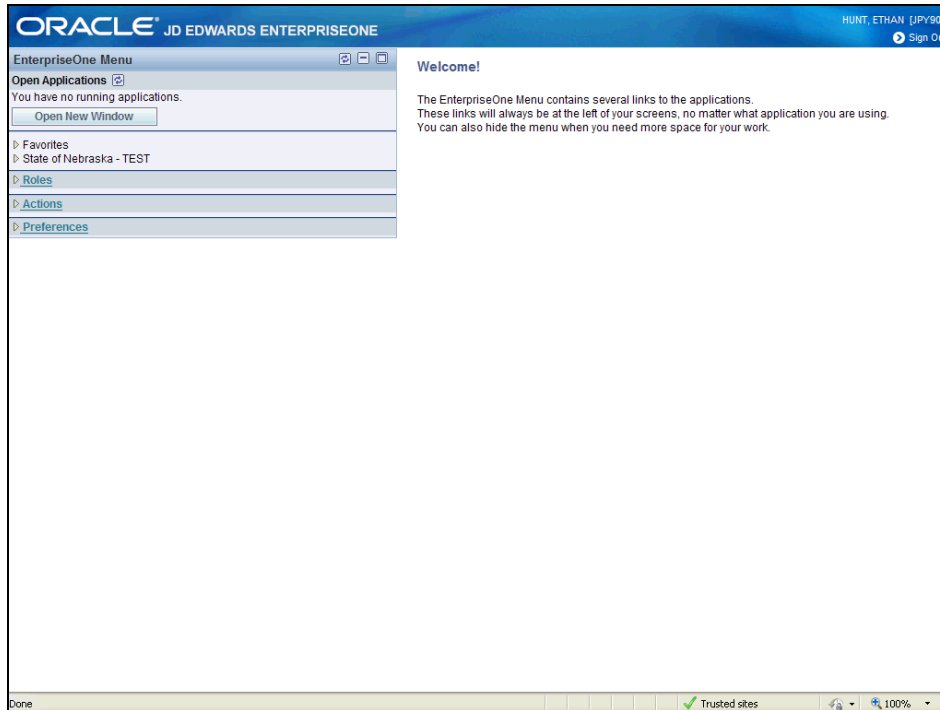The HR/Payroll Contact creates the payroll journal entries that are used to charge agency costs for payroll.

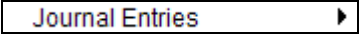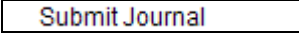## Process Pro Forma Journal Entries Lesson

Procedure

In this lesson you will learn how to process pro forma journal entries.

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Pay Cycle Workbench** link. Pay Cycle Workbench
5.	Choose the Payroll ID on the grid you wish to process Journal Entries by clicking the radio button next to it.
6.	**Note:** There must be a "**1**" in the grid row under the **Pre-Payroll** column. This indicates that the Pre-Payroll is complete.

Step	Action
7.	Click the **Row** button.
8.	Click the **Journal Entries** menu.
9.	Click the **Submit Journal** menu.
10.	Verify the **Expense Distribution Code** field is set to "**2**".
11.	Verify the pay date is entered in the **Override Accounting Date**.

Step	Action
12.	Click the **OK** button.
13.	Click the **OK** button.

Step	Action
14.	Click the **OK** button.

Step	Action
15.	Click the **Close** button. ❌
16.	You have successfully completed this lesson. **End of Procedure.**

Review Journal Entry Payroll Proof/Edit Report

Note: The Journal Entry Payroll Proof/Edit Report (R05229) will be submitted. View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports Training Guides
(http://www.das.state.ne.us/nis/training_manuals/sys_bscs/L3_004_Working_With_Submitted_Reports/Training%20Guide/Working%20With%20Submitted%20Reports_TRAIN.pdf). Choose the Job Details to view (R05229_…) once the Description is "Done".

Note: Please see below for a list of jobs that will appear in the submitted jobs:

R05227 - This is a UBE, no report output

- A UBE is a program that generates reports or runs other programs.

R072902 - This is a UBE, no report output

- See description above.

R04110ZA - Batch Voucher Processor Report

- View this report to see if there are any errors resulting from processing pro forma journal entries and vouchers.

R07411Z1 – Always a blank page.

R074902 – Always a blank page.

R05229 - Payroll Journal Proof/Edit Report

- View this report to verify the accuracy of journal entries. This report should be reviewed for any errors which could cause journal entries to error out when attempting to post to the General Ledger.

R053010 - Labor and Burden Distribution Register

- View this report to see, by fund and business unit within fund, hours worked and wages paid, along with state paid taxes and benefits (health and life insurance, retirement, etc.), for each employee.
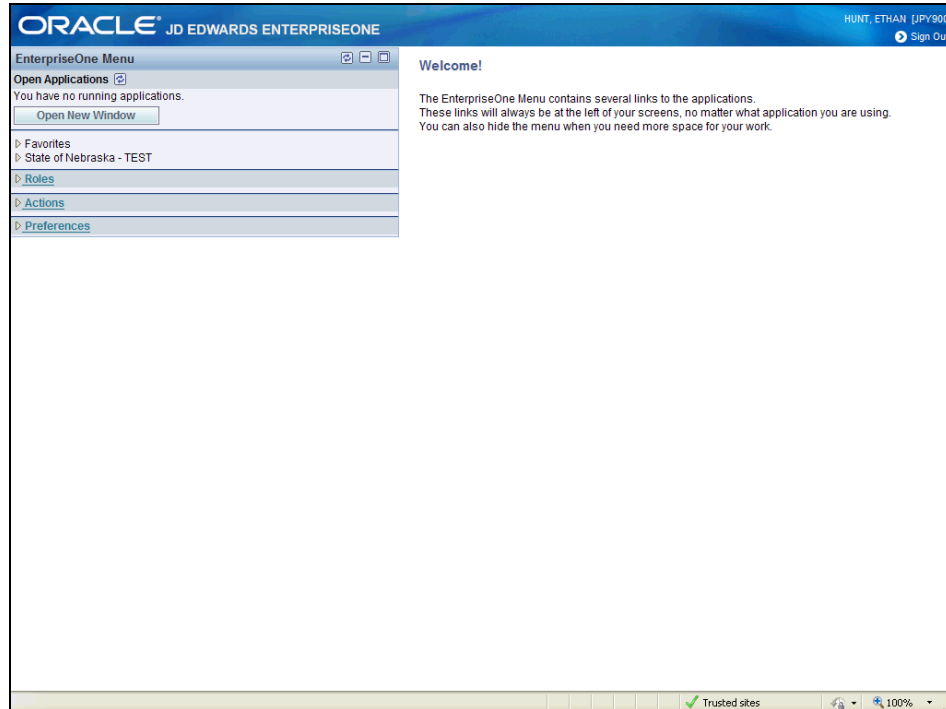
R07354 - This is a UBE, not report output.

- See description above.

Review Journal Entries Online Lesson

Procedure

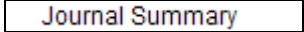In this lesson you will learn how to review journal entries online.

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Pay Cycle Workbench** link. Pay Cycle Workbench
5.	Choose the Payroll ID you are processing by clicking the radio button next to it.

Step	Action
6.	Click the **Row** button.
7.	Click the **Journal Entries** menu. Journal Entries ▶
8.	Click the **Journal Review** menu. Journal Review ▶
9.	Click the **Journal Summary** menu. Journal Summary
10.	Verify the **G/L Date** equals the pay date
11.	Verify an account number appears in the **Account Number** field

Step	Action
12.	Click the **Go to end** button to advance grid to the last row.
13.	Verify that Journal Entries are in balance (**Debit Amount** equals **Credit Amount**)
14.	Click in the **Reference 2** field.
15.	Enter "**AW***" into the **Reference 2** field.
16.	Click the **Find** button.
17.	Verify that T1 and T2 document types balance (**Debit Amount** and **Credit Amount**)
18.	Click the **Close** button.

Step	Action
19.	Click the **Close** button.
20.	You have successfully completed this lesson. **End of Procedure.**